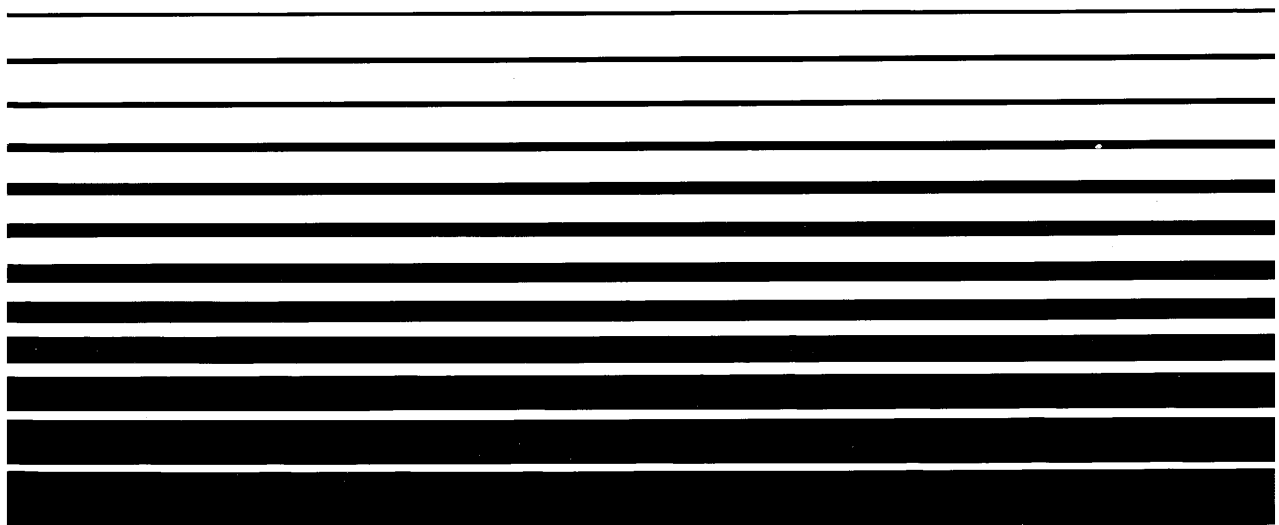


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# Directorate of **ADMINISTRATION** Organization & Functions

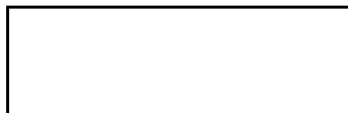


Management Staff, February 1982

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NATIONAL SECURITY INFORMATION  
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WARNING NOTICE  
Intelligence Sources and Methods Involved

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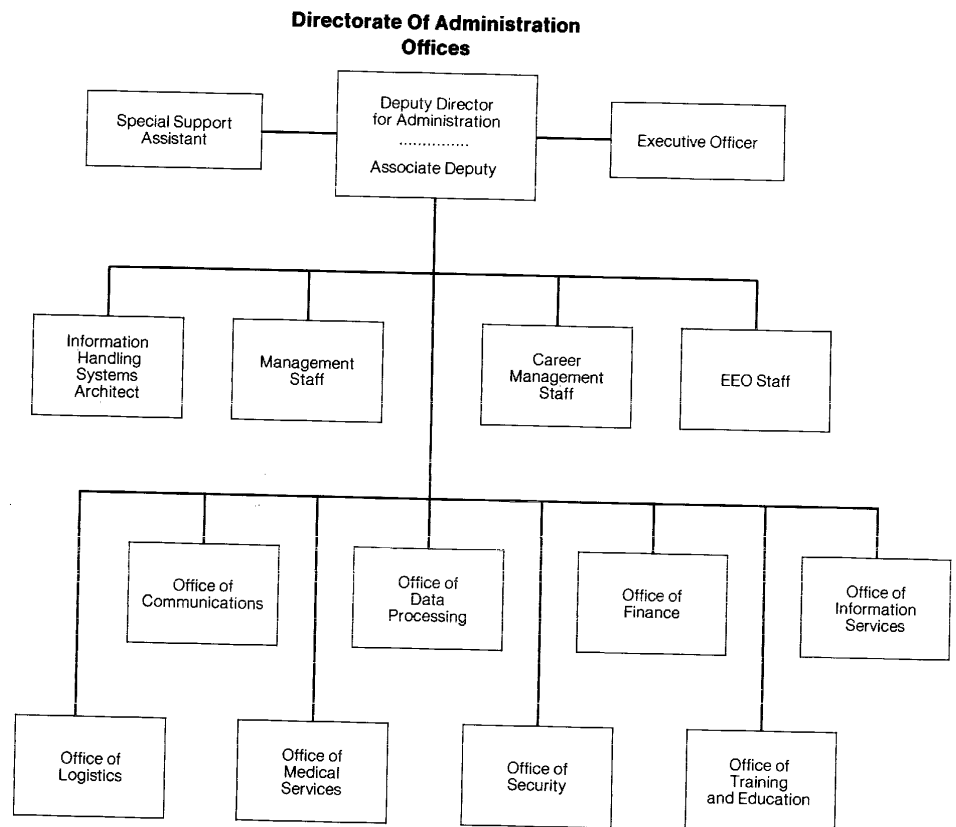
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### **Office of the Deputy Director for Administration**

#### **Overall Functions**

The Directorate is responsible for providing support to all Agency intelligence, operations, and related activities. The Deputy Director for Administration (DDA) provides guidance and counsel on administrative matters to the DCI and DDCI, the Executive Committee, and the other Deputy Directors. He provides leadership and direction to the Directorate of Administration office heads.



**Executive Officer**

Performs the vital function of managing the flow of paper that concerns the Office of the DDA, assigning action requirements to staff elements or the offices of the Directorate, establishing suspense dates, and monitoring those dates. Acts in the capacity of Executive Officer for the Office of the DDA and the Directorate and as Executive Assistant to the DDA and ADDA.

**Special Support Assistant**

Ensures adequate, proper, and timely support to the Operations Directorate. Serves as the focal point for the Deputy Director for Administration and the Deputy Director for Operations for the resolution and coordination of support problems of mutual concern, such as those with other Directorates involving overseas administration and travel.

**Management Staff**

Provides staff guidance on the preparation of Directorate programs and budgets; conducts budgetary liaison with the Office the Comptroller and DDA offices; manages Directorate planning and program evaluation activities.

**Career Management Staff**

Recommends policy, provides advice and guidance to the DDA and ADDA, and acts as focal point for all personnel matters affecting the Directorate. Serves as the Career Management Office for all MG and M careerists, making recommendations regarding training and assignments as well as providing guidance and staff support to the various evaluation/promotion panels and boards. Coordinates Directorate training matters. Coordinates all Directorate clerical functions.

**Equal Employment Opportunity Staff**

Develops and initiates programs and efforts that are designed to aid the career development of DDA employees, especially those who are in unfair or disadvantageous employment positions because of their race, sex, religion, national origin, language, or physical handicap.

**Information Handling Systems Architect**

Guides and plans for the provision of information handling services to meet Agency and Intelligence Community user needs at minimum cost and consistent with security and system robustness requirements. Monitors and approves all information handling acquisitions. Approves all Agency standards and instructions relevant to development of information handling systems. Initiates studies and analyses relevant to top-level planning of information handling systems.

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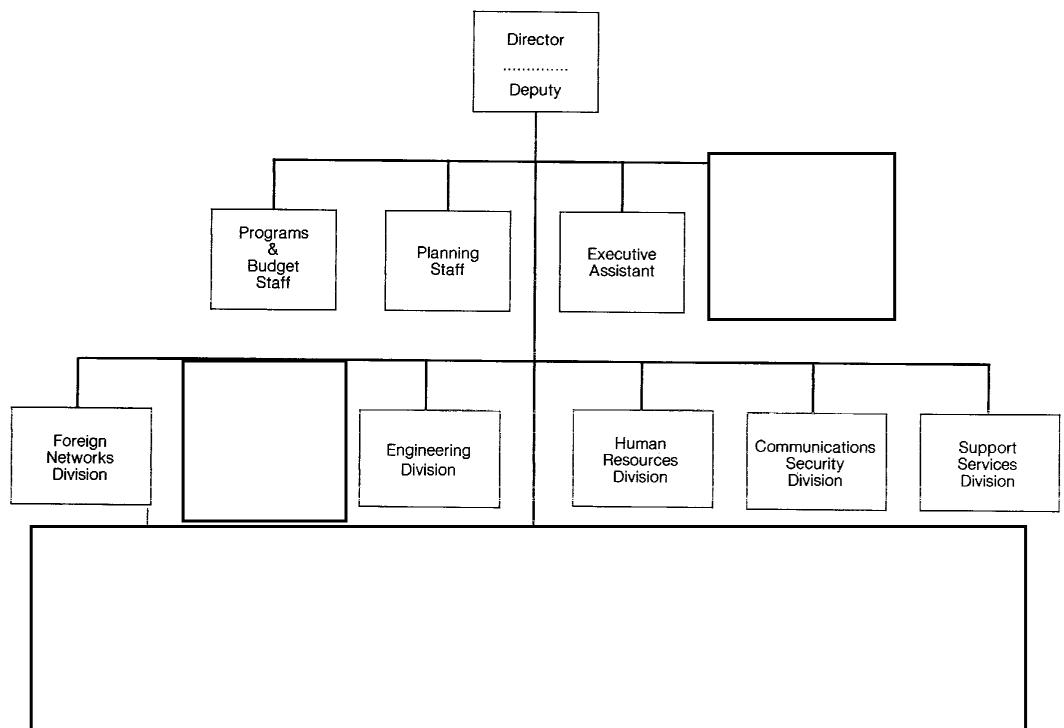
## Office of Communications

### Overall Functions

Plans, manages, and operates a world-wide communications network in support of the Agency's information handling requirements. As a member of the National Communications System (NCS), the Agency network provides communications support to other members of the U.S. foreign establishment. (S)

Coordinates Agency communications security requirements, conducts liaison with the National Security Agency on specialized COMSEC requirements, issues and controls cryptographic material, implements the Agency's emanations security program for all electronic and electromechanical equipment used to process classified information. (S)

### Office Of Communications



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### Executive Assistant

Provides support to the Director of Communications with regard to the overall direction of the Office and performs other special tasks as may be assigned.

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### Programs and Budget Staff

Develops a unified Office program, reviews established programs and budgets, analyzes program and budget changes and new program and budget requirements, and recommends adjustments to assure meeting priority needs. Responsible for annual budget and performance evaluation efforts.

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### Planning Staff

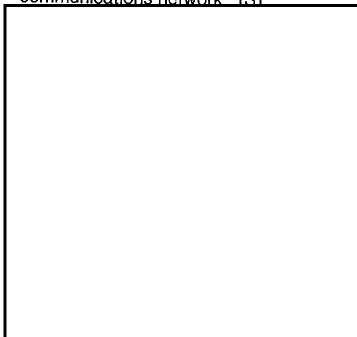
Responsible for developing the long-range plans and strategies of the Deputy Director for Administration for the Office of Communications which will achieve the goals identified by the Director of Communications.

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### Foreign Networks Division

Plans and implements programs and activities as required to establish, manage, and regulate overseas networks for command, record, and secure voice communications.

[redacted] Prepares and disseminates communications procedures and instructions and provides technical and logistical support for the overseas staff communications network. (S)



### Engineering Division

Plans, designs, programs, budgets, procures and implements all new communications systems and equipment required to provide a reliable and secure Agency communications network.

Provides continuing technical guidance, support, liaison, and coordination for the engineering of all domestic and overseas staff communications activity.

Provides continuing technical and logistical support for the staff communications network as required.

### Human Resources Division

Formulates OC personnel management policy and evaluates the effectiveness of those policies.

Manages the majority of career actions for the Office of Communications personnel.

Manages and operates [redacted] Communications School and manages Office-wide personnel programs such as external training, EEO, upward mobility, FUST, and Honor and Merit Awards. (S)



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### Communications Security Division

Establishes, executes, and enforces communications security policies and programs to provide crypto-security, transmission security, and emission security for Agency telecommunications and information processing activities.

Performs TEMPEST/EMSEC testing and COMSEC evaluation of all electronic and electromechanical equipment used for processing classified information. Manages the OC safety and health program.

### Support Services Division

Plans, develops, coordinates, and administers support programs and services for OC components at Headquarters, [redacted] and overseas. These support programs and services include finance, personnel, logistics (non-technical), cover, security (non-crypto), records management, and document handling and control.

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## Office of Data Processing

### Overall Functions

Provides centralized computer services to all components of the Agency.

Advises the Director and staff on matters pertaining to automatic data processing.

Reviews and approves Agency proposals for acquisition of computer equipment, word processing equipment, software, and services.

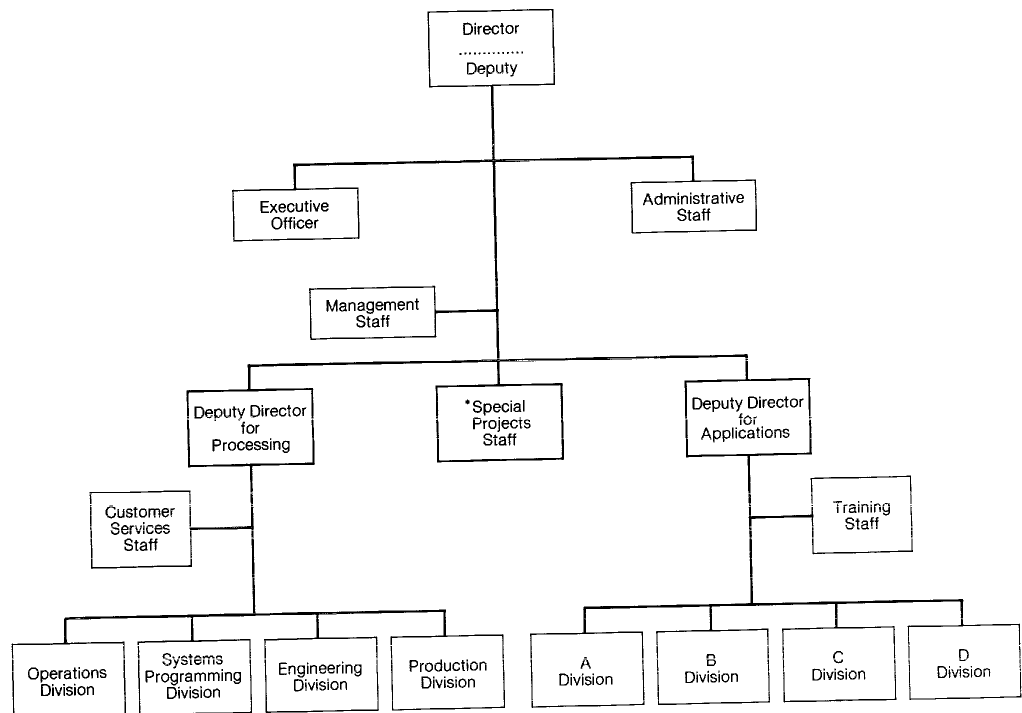
Performs analyses of requirements for ADP services, conducts feasibility studies, prepares project proposals for new computer applications, develops new computer application programs, and performs maintenance and production control of completed application programs.

Operates two major computer centers providing facilities and services for large capacity batch processing; interactive computer processing through remote terminal networks; data base management; and online information storage and retrieval.

Develops, coordinates, and conducts ADP training programs to meet Agency-wide requirements.

Implements established security policies and develops security measures for ODP's ADP systems in coordination with the Office of Security, Office of Communications, other Agency components, and members of the Intelligence Community.

### Office Of Data Processing



\* Incorporates the Consolidated SAFE Project Office (CSPO), with joint CIA/DIA staffing.



### **Executive Officer**

Serves as ODP office manager performing a wide range of administrative, representational, briefing, and special project-oriented tasks for the Director, ODP. Serves as ODP Equal Employment Opportunity Officer and Career Development Officer.

### **Administrative Staff**

Provides support for personnel, logistics, training, document control, travel, records management, and other ad hoc administrative functions.

### **Management Staff**

Provides short- and long-range planning, budgeting and programming. Develops, coordinates, recommends, and promulgates office policy. Acts as ODP comptroller and provides financial management and services. Provides technical and area security assistance and guidance. Exercises staff supervision over ODP activities. Reviews Agency proposals for acquisition of computer equipment, software, and services.

### **Deputy Director for Processing**

Ensures the availability, reliability, and stability of ODP computer and terminal hardware. Operates the Ruffing Computer Center, the Special Computer Center and remote area Data Access Centers (DAC's). Manages the acquisition, configuration, and maintenance of ODP computer systems and related communications terminal equipment. Provides consultation and assistance to users of ODP computer systems. Provides data conversion, production control, and reports distribution services.

### **Customer Services Staff**

Provides users with a central point within Processing for information, problem resolution, and consulting. Services include problem determination, language assistance, performance improvement, conversion aids, advice on available facilities and techniques, and assistance in obtaining other ODP services.

### **Operations Division**

Responsible for operation of the Ruffing Computer Center, the Special Computer Center and remote job-entry centers.

### **Systems Programming Division**

Plans, designs, installs, integrates and maintains operating systems, database management systems, and related systems software for ODP computer systems.

### **Engineering Division**

Ensures the reliability and stability of ODP computer and terminal hardware. Responsible for acquisition, configuration, and maintenance of computer systems.

### **Production Division**

Manages production applications and database management systems processed by computers and ensures that major data processing services are provided in support of Agency components and the Intelligence Community. Major services include data conversion, data processing, reports printing and distribution, and a 24-hour Database Control Center and Terminal Trouble Reporting facility.

### **Deputy Director for Applications**

Responsible for the development, implementation, and maintenance of applications software on ODP central computers and stand-alone minicomputers to support missions of Agency components. Areas of expertise cover a wide variety of intelligence collection, intelligence analysis and production and administrative management applications, including analytical models, signal analysis, medical technology, integrated data base management, and office automation.

### **A, B, and D Divisions**

Develop, implement, and maintain applications software to support missions of Agency components.

### **Training Staff**

Develops, coordinates, and conducts ADP training programs to meet Agency-wide requirements.

Presents ADP courses to introduce Agency users to ODP computer facilities and to enable users to work with these facilities. Designs and presents courses to maintain the proficiency and knowledge of computer professionals.

### **Special Projects Staff**

Responsible for the analysis of requirements for the development of unique or dedicated computer processing systems, including management and technical support required for implementation. Provides CIA staffing for the joint CIA/DIA Consolidated SAFE Project Office (CSPO).

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## Office of Finance

### Overall Functions

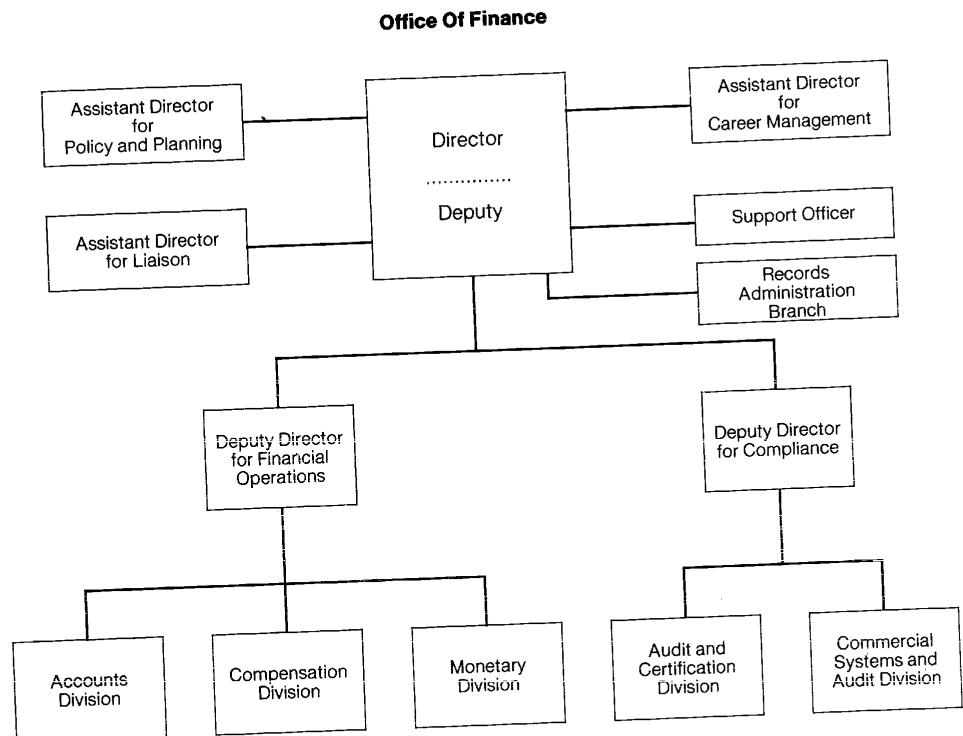
Satisfies the statutory responsibilities of the DCI for Agency financial activities other than for budgetary responsibilities of the Comptroller.

Develops, maintains, and operates an Agency financial system to reflect and report on the status, use, and accountability for all funds, property, and other assets for which the DDCI is responsible.

Recommends fiscal policies and establishes procedures for their implementation.

Furnishes technical guidance and assistance to Agency officials in all matters of finance and accounting policy.

Provides professional finance personnel for Agency components.



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#### **Assistant Director for Policy and Planning**

Assists and advises the Director of Finance in the day-to-day management of the Office of Finance as it relates to policy, planning, systems, and evaluations; develops and recommends Agency fiscal policies and procedures; furnishes technical guidance and assistance to Agency officials in all matters of finance and accounting policy; conducts reviews and evaluations of current and proposed accounting systems to assure the integrity and currency of Agency fiscal policies and procedures; serves as Chairman, Travel Policy Committee, providing secretariat and technical advisory functions.

#### **Assistant Director for Liaison**

Establishes and maintains liaison with other Federal agencies to facilitate interagency financial negotiations; exercises control over transfers of funds to and from other agencies; and issues allotments for use of such funds. (C)

#### **Assistant Director for Career Management**

Responsible for overall management of the finance subgroup (MF). Responsible for the application and functioning of the Agency's personnel program within OF; hires new personnel, plans utilization and development of MF employees; career counsels employees, technical advisor and administrator of the MF subgroup performance appraisal panel system; staff advisor on all personnel matters.

#### **Support Officer**

Implements and performs administrative support activities in the fields of budget and finance, security, and logistics.

#### **Records Administration Branch**

Responsible for development, administration, and control of records management.

#### **Deputy Director for Financial Operations**

Responsible for administering and maintaining the centralized financial and property accounts and reporting for the Agency; develops and establishes requirements for the protection and safekeeping of Agency funds, commodity assets, negotiable instruments, and protective documents; conducting payroll activities for Agency personnel. (C)

#### **Accounts Division**

Operates the central processing system; monitors accounting operations of field installations; analyzes and evaluates financial data; issues financial management reports.

#### **Compensation Division**

maintains individual retirement records and accounting controls over disposition of retirement funds (CSC and CIARDS); investment of CIARDS funds; and computes and pays CIARDS annuities. (C)

#### **Monetary Division**

#### **Deputy Director for Compliance**

Overall responsibility for the audit and certification of claims, vouchers, and accountings and audit of procurement contracts; serves as Chairman, Overpayment Review Committee and Board of Review for Shortages and Losses.

#### **Audit and Certification Division**

Audits and certifies claims, accountings, and requests for advances not processed by decentralized certifying officers; provides technical guidance for decentralized certifying officers; reviews and approves administrative plans or fiscal annexes for subsidy projects; serves as central clearance point for separating personnel. (C)

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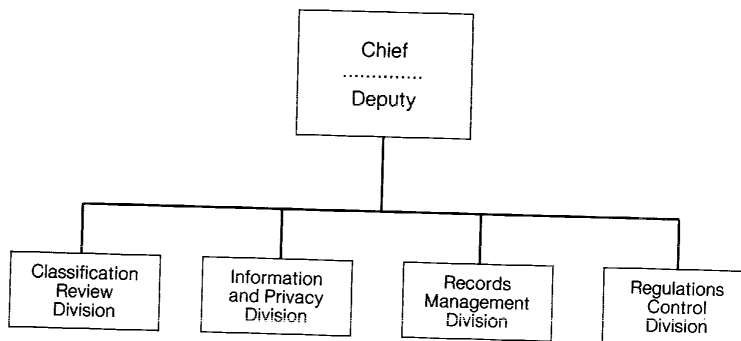
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**Office of  
Information Services**

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**Overall Functions**

Responsible for planning and managing the Agency Records Management Program, coordinating and responding to public requests under the Freedom of Information and Privacy Acts, implementing Executive Order 12065 concerning national security classification and declassification of Agency records and other information, and maintaining the Agency regulatory system.

**Office Of Information Services**

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**Office of the Chief**

Designated Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist.

Responsible for liaison with the National Archives and Records Service and Office of the Federal Register.

Serves as Head of the MI Career Service; DDA representative to the Public Affairs Advisory Group and Publications Review Board; Executive Secretary of the Information Review Committee (IRC); Chairman of the IRC Working Group; DCI representative on the Interagency Information Security Committee; and Agency's focal point for contact with the Information Security Oversight Board.

**Classification Review Division**

Manages the Agency program for systematic classification review under E.O. 12065; establishes systematic classification review guidelines; develops and implements systematic classification review procedures; prepares classification guides in coordination with other Agency components; and maintains liaison with other U.S. Government agencies concerning systematic review of permanent records over which they or the Agency have classification jurisdiction.

**Information and Privacy Division**

Receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of E.O. 12065; assigns records search and/or review tasks to appropriate Agency components; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive Order.

**Records Management Division**

Provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; facilitates the segregation and disposal of records of temporary value; and is responsible for the Agency Security Classification Program under E.O. 12065.

**Regulations Control Division**

Directs and monitors the processing, coordination, and publication of Agency regulatory issuances; works directly with initiators and coordinators of regulatory issuances to resolve substantive differences; and prepares coordinated regulatory issuances for the DCI, DDA, or DDO approval.

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## Office of Logistics

### Overall Functions

Responsible for the development of logistics policy and the planning for and implementation of logistical support to all Agency activities; establishment and maintenance of a procurement and supply system; administration of a real estate and construction program; printing, photography, mail, courier, transportation, and other appropriate logistical services.

Ensures compliance with statutory provisions affecting logistics policy and procedures except where specific exemption has been or may be authorized.

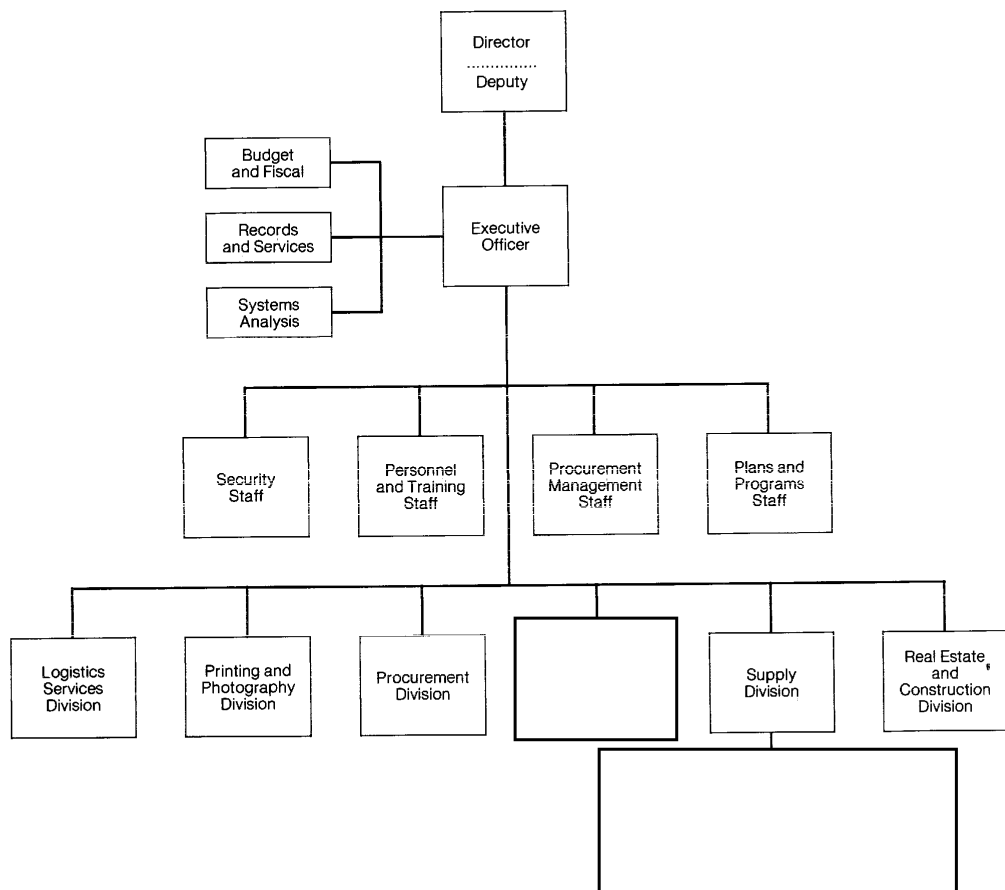
Conducts liaison with other governmental departments and agencies, and negotiates support arrangements for their providing logistics assistance wherever and whenever required.

Monitors and controls logistical support provided other government activities.

Manages the Single Transportation Allotment (STA) which provides for the movement of material (excluding employees' household effects) in support of worldwide operations.

Manages the Standard Level User Charge (SLUC) funds for direct reimbursement to the General Services Administration for maintenance and operation of Agency facilities within the United States.

### Office Of Logistics



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### Logisitcs Management

Directs and supports the personnel assigned to the Logistics career service and the five operating divisions of the Office of Logistics (OL). Four staffs and the executive office provide policy and procedural advice in the areas of contracting, industrial security, personnel, special programs evaluation, finance, records, energy conservation, and ADP applications; and operate a contract information system, perform security inspections of contractor facilities, distribute all correspondence within OL, monitor and control the OL budget and procurement allotments, handle all claims by Agency employees, and monitor equal employee opportunity within OL.

### Logistics Services Division

Provides administrative support to Agency facilities in the Headquarters area. Functions include courier and mail services; motor pool operation; classified waste disposal; distribution of supplies; management of building space allocations, renovations and relocations; moving services; and furniture maintenance.

### Printing and Photography Division

Agency requirements for intelligence, cartographic, pictorial, and administrative publications are met through the operation of a central printing and photographic plant that ensures high quality, rapid delivery, and rigid security control.

### Procurement Division

Effects the acquisition of all open market purchases of general supplies and services, major production items and services, ADP equipment and services,

### Real Estate and Construction Division

Acquires, manages, and disposes of all official and nonofficial real property required for Agency operations worldwide. Its two engineering branches provide technical consultation, project management, utilities planning, and contract administration to support the Headquarters complex and field installations. (C)

### Supply Division

Determines the appropriate source for all Agency requirements for supplies and equipment. It administers the Agency supply system, manages all stock inventories, including contingency reserves.

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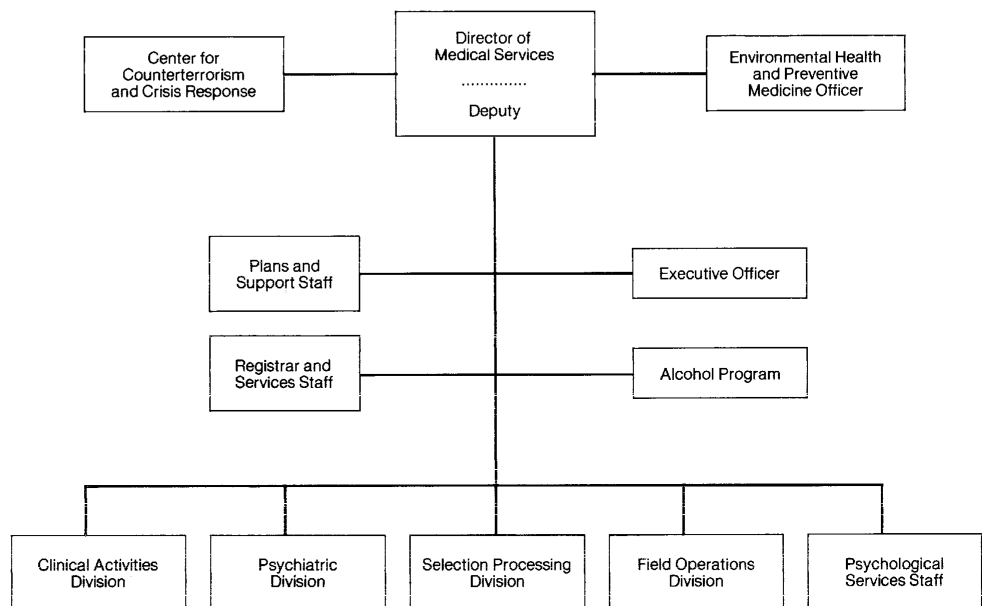
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**Office Of Medical Services**

**Office of Medical Services**

**Overall Functions**

Plans, develops, implements, and directs the Agency medical support program.



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**Office of the Director**

Provides direction and control of Agency medical programs.

Directs, reviews, evaluates, and adjusts the foreign and domestic medical programs as necessary to meet the Agency's operational requirements, including furnishing medical personnel and supplies and providing medical facilities at foreign and domestic stations. Develops and implements new medical programs and policies in support of Agency activities.

Exercises policy control over medical support programs and personnel for the Agency.

Provides an organizational, technical, and physical environment in which a high quality of comprehensive health services programs can occur in a responsible, dignified, and efficient manner.

**Center for Counterterrorism and Crisis Response (C)**

Provides behavioral science support and guidance to the Agency and Intelligence Community in counterterrorism and limited force crises. Analyzes the psychodynamics of individual terrorists and terrorist groups. Develops guidance for use by potential victims of threats, assassinations, kidnappings, and hijackings. Develops crises management techniques and their application to ongoing crises. Participates in counterterrorism briefings and training programs. (S)

**Executive Officer**

Provides executive management, direction, and coordination for OMS. Assists

D/MS in implementing administrative policies and procedures.

**Plans and Support Staff**

Provides administrative, financial, personnel, logistical, registry, and records management services support to OMS. Coordinates OMS planning and management program according to overall Agency needs.

**Environmental Health and Preventive Medicine Officer**

Provides professional medical support for the Agency Safety and Health Officer. Provides a broad health education program for employees. Responsible for coordinating and continued development of the OMS Preventive Medicine Program.

Develops and maintains a program to evaluate the consistency and quality of all medical/psychiatric evaluations and to determine the relationship of OMS selection decisions to performance and completion of assignments.

**Registrar and Services Staff**

Provides medical administrative services for OMS. Insures that medical records remain confidential, current, and accurate. Advises, administers, and supervises work involved in the development, analysis, maintenance, and use of medical records and reports.

**Alcohol Program**

Provides alcoholism prevention and rehabilitation services to employees and their immediate families. The rehabilitation service provides confidential contact and direct referral to the appropriate

resource. The alcohol program also provides supervisory training sessions on use of the program as well as management consultation service for supervisors dealing with employees who may be experiencing alcohol problems. In addition to self referrals and management referrals, the program receives frequent referrals from both the Clinical and Psychiatric Divisions.

**Clinical Activities Division**

Conducts comprehensive programs in clinical medicine, health education, and emergency health care. Provides emergency medical care for on-the-job injuries and illness.

Conducts overseas, TDY, disability retirement, and fitness-for-duty examinations on employees.

Provides immunization services, including allergy desensitization injections, to employees.

Supervises the medical and administrative functions of dispensaries/health units in Headquarters and other selected Agency buildings.

Plans, develops, and implements computer-assisted medical processing systems. Provides technical assistance to production aspects of clinical and administrative computer programs.

**Psychiatric Division**

Conducts psychiatric activities for the Agency through clinical diagnostic and preventive psychiatric programs. Evaluates personnel for employment and overseas assignment.

Develops and evaluates new psychological testing programs to enhance Agency selection of personnel.

**Selection Processing Division**

Conducts comprehensive pre-employment clinical evaluations to screen, examine, and evaluate applicants for Agency employment. The Division performs clinical medical evaluations and dental screening on dependents departing for overseas assignments. It administers required immunizations to dependents for overseas travel, and it provides emergency, health, and consultative services.

**Field Operations Division**

Provides support to staff medical requirements outside Washington area and overseas. Arranges advanced and special medical evaluations/care

**Psychological Services Division**

Conducts a program of psychological services and research to support and enhance the Agency's utilization of its human resources.

Provides a full range of psychological support through assessment and testing, counseling, organizational consulting services, job-performance research, and human factors support.

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## Overall Functions

Conducts liaison with other government agencies on matters of mutual security concern.



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### **Deputy Director For Physical, Technical And Area Security**

#### **Physical Security Division**

Conducts a comprehensive protection program for Agency personnel and facilities worldwide. The major portion of this program is accomplished through appropriate security inspections, surveys and/or audits of Agency facilities and contractor facilities. Has the specific responsibility for establishing and implementing personnel protection policies and programs, particularly for personnel serving overseas. Supervises the Federal Protective Service complement assigned to Headquarters facilities and operates the around-the-clock Security Duty Office.

#### **Technical Security Division**

Conducts a worldwide technical surveillance countermeasures inspection, detection, and prevention program. Designs, tests, evaluates, and installs systems for the safekeeping of official data and for entry control of sensitive areas. (C)

#### **Safety Group**

Conducts the Agency's comprehensive safety and health program including inspections, fire prevention and protection, training, and the maintenance of appropriate statistical records in com-

pliance with the Occupational Safety and Health Act, Executive Order 12196 and CFR 1960.

#### **Information Systems Security Group**

The Information Systems Security Group (ISSG) is organized and chartered to address security concerns in the environment of information, data, and word processing. ISSG is responsible for managing the Agency's information systems security program, including Agency contractors and selected Community systems.

#### **Area Security Officers**

Security Officers are assigned to selected Agency components to provide on-site policy guidance and support assistance on all facets of security matters.

### **Deputy Director For Policy And Management**

#### **Personnel Management Staff**

Provides general personnel and career management support to the Office of Security.

#### **Logistics Staff**

Provides general logistics support to the Office of Security.

#### **Security Records Division**

Operates the central file facility for the creation, processing, and maintenance of security records and for the controlled dissemination of records information to Agency components and other U.S. Government agencies.

#### **Policy And Plans Group**

Provides staff support for the coordination and information of security policy and plans, including budget preparation, regulatory issuances and management projections.

#### **Security Education Group**

Conducts a comprehensive briefing and training program aimed at raising the level of security awareness of Agency personnel.

### **Deputy Director For Personnel Security and Investigations**

#### **Clearance Division**

Performs security evaluation of applicants for Agency employment and other individuals being considered for CIA clearance or approvals.

#### **Security Support Division**

Provides operational support to the Directorate of Operations. Provides briefing and guidance regarding a variety of security and cover-related problems incurred by Agency employees in the course of official duty or personal activities. Conducts a continuing review of Agency employee security suitability through a reinvestigative program. (C)

#### **Polygraph Division**

Conducts the Agency's polygraph program for applicants, employees, certain industrial contractors, facility access cases [redacted] (C)

#### **Security Analysis Group**

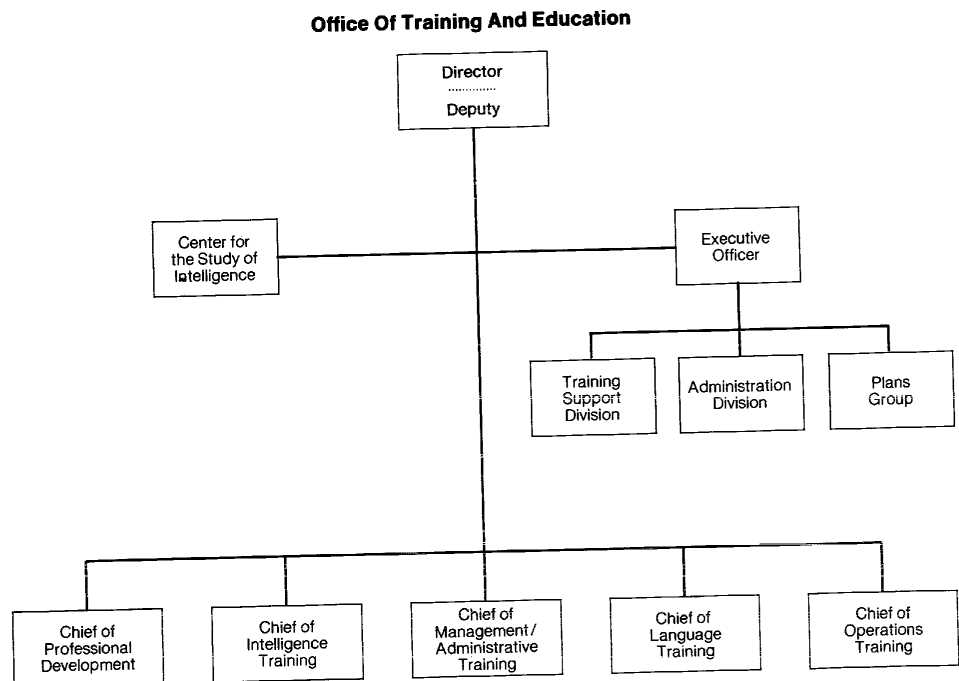
Carries out a counterintelligence research program to inhibit, prevent, or detect any penetration or provocation from foreign intelligence organizations against Agency employees or persons having access to Agency classified information or facilities. (C)

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## Office of Training and Education

### Overall Functions

Develops, coordinates, and conducts courses and programs which range from orientations to advanced skills on subjects of intelligence analysis, area studies, management information science, operations, and foreign languages. Manages the Agency's Career Training Program and Language Development Program. The office also operates the Center for the Study of Intelligence, administers Agency-sponsored external training, and conducts visits of non-Agency groups to CIA for specialized briefings and orientations.



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#### **Executive Officer**

Responsible for the effective general management of OTE on a daily basis and supervises the activities of the Training Support Division, Administration Division, and Plans Group.

#### **Administration Division**

Responsible for the support functions of OTE: personnel, security, logistics, and budget and finance.

Manages the OTE Library and the CIA Self-Study Center. Provides video and multi-media resources and support to OTE training courses.

#### **Training Support Division**

Responsible for administrative support for all CIA external training and the Agency's Off-Campus Program. Maintains the computerized Agency Training System, training statistics, and centralized course registrations for all OTE-conducted training courses, except language training. Allocates OTE classroom space and publishes the training catalog and course schedules.

#### **Plans Group**

Provides planning support to the Director of Training and Education and serves as a focal point for OTE-wide special projects, information handling systems development, FOIA/PA and Regulations review.

#### **Professional Development**

Responsible for conducting instruction designed to enhance the professional development of selected senior and middle-level employees; special programs; visits to the Agency by others in the Intelligence Community; provide administrative support to the Training Selection Board.

#### **Intelligence Training**

Responsible for conducting orientation and general courses for new, middle and senior-level employees; specialized training for overseas assignment; analyst training; ad hoc foreign liaison tutorials. Conducts courses in the application of various computer-supported techniques and methodologies to the analysis of intelligence and managerial problems—students are from the Intelligence Community.

#### **Management and Administrative Training**

Responsible for conducting instruction designed to enhance the ability of executive managers and supervisors to supervise others and manage the Agency's resources. The courses cover technical subjects, administrative procedures, interpersonal skills, oral and written communications, records management, reading skills, and briefing techniques.

#### **Language Training**

Responsible for conducting full-time and part-time instruction and proficiency testing in over 20 languages and provides administrative support for the Agency's Language Incentive Program.

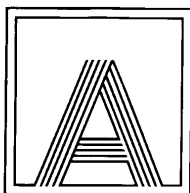
#### **Operations Training**

Responsible for the management of extensive operations training programs for both Agency and Intelligence Community student bodies. Conducts continuing liaison with DoD intelligence components regarding training matters and serves as the focal point for the close working relationship between the Deputy Director for Operations and the Office of Training and Education.

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Directorate  
of Administration

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